



Embassy of the United States of America
Ambassador's Special Self-Help Program
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The Ambassador's Special Self-Help Program

Guidelines

The Ambassador's Special Self-Help (SSH) Program in Zimbabwe provides grants to assist small-scale community-driven development projects. The objective of the fund is to encourage self-reliance within local communities, and to demonstrate the U.S. government's interest in the welfare and social development of Zimbabwe. Funding priority will be given to projects that include a significant community contribution and/or involvement and lead to ongoing, self-sustaining activities.

Priority is given to projects focusing on:

- Income generation
- Education and vocational training
- Access to water and improved natural resource management
- Health, nutrition, and social services to assist vulnerable or at-risk populations (such as women, children, and persons living with HIV/AIDS)

Are you interested in applying? Here are a few things you should know:

- The grants typically range from \$5,000 to \$10,000.
- Individuals, businesses, and government entities do not qualify. Applicants must be non-governmental, non-profit or community-based organizations registered for at least one year.
- The organization must be entirely Zimbabwean and its members nationals of the host country.
- Self-Help funding cannot pay for school fees, sports equipment, pesticides, motor vehicles, pharmaceuticals, medical equipment, contraceptive products, used equipment, luxury goods, alcoholic beverages, or computers.
- Construction projects are not recommended.
- Grantees must complete their projects within 12 months of signing the grant agreement.
- Projects must benefit the greatest number of people possible, be well planned and operated and maintained by an all-local organization. They must also be results-oriented.
- Recipient organizations must demonstrate their commitment by either contributing to the project financially, or providing labor or supplies to carry out the project.
- We cannot fund the same project two years in a row. New organizations are encouraged to apply.
- We accept applications year-round. However, we receive hundreds of applications and can only fund a select few each year.

Funding Sources *

Select the fund below that best fits the focus of your proposed activity. Please remember to enter the name of the funding source when filling out the grant application form.

1. Ambassador's Special Self-Help (SSH) Fund

The Ambassador's SSH Fund focuses on community-initiated projects that support education, access to healthy food, income-generating activities, and water/sanitation initiatives, as well as other activities that improve living conditions or increase income.

- *Examples of previous projects:* Grinding mills, carpentry, weaving, boreholes, irrigation, water storage, fencing, market gardens.



- *Unacceptable projects:* Cash sponsorship, single family enterprises, school fees, operating costs, office equipment, construction, cultural programs, vehicles.

2. United States African Development Foundation (USADF) Fund

The USADF Fund only supports community-driven income generating projects.

- *Examples of previous projects:* sewing projects, nutritional gardens, grinding mills, artisan activities, baking equipment to help communities sell food to eco-lodges.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, school fees, operating costs, office equipment, construction, cultural programs, vehicles.

3. President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program

The PEPFAR Small Grants Program funds activities that enable community- and faith-based organizations, as well as organized groups of people living with HIV/AIDS (PLWHA), to implement small-scale projects that provide care and support for communities impacted by HIV/AIDS by providing access to clean water and nutritional food and promoting income generating activities.

- *Examples of previous projects:* Agricultural training, nutritional gardens, grinding mills, artisan activities, sewing project for PLWHA, distribution system for nutritional supplements, HIV/AIDS prevention information campaign.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, operating costs, office equipment, cultural programs, vehicles, direct cost of treatment.

* Amounts of the grants vary widely. The capacity of the group to manage the project, the type of project being proposed, and the number of people to benefit will be considered when determining if a project can be funded. Ideally, projects must generate income and/or employment, or be self-sustaining when completed.

Selection Process

Proposals that meet the evaluation criteria will be notified of next steps in the application process; non-eligible applicants will be notified that they are not being considered for funding. All projects eligible for funding are reviewed by the Self-Help Evaluation Committee, with final approval by the Ambassador.

Applications may be submitted any time during the year. Each grant has 12 months to be completed.

If the proposal is approved, the organization and the U.S. government sign a contract of agreement. Grantees are responsible for submitting receipts of purchased items (with each disbursement request), a mid-year progress report, and a final report to the Self-Help office.

How to Apply

All applicants must be registered not-for-profit groups, associations, non-governmental organizations, or community-based organizations. The groups must be well established, operating for at least one year, and have a history of accomplishments. The fund does not accept requests from individuals, private business enterprises, or government departments or entities. To apply, please:

1. Complete the application form below, including detailed budget (typed responses preferred; hand written acceptable)
2. Include a photo copy of the organization's registration certificate



3. Include a letter of approval for proposed project from the local development committee, tribal authority, or local town and/or district council
4. Attach original pro-forma invoices from the intended suppliers
5. Make a copy of the application for your records
6. Email application, budget, and supporting quotations to **SelfHelp_Harare@state.gov**
 - a. Or, if you don't have email access, please mail your application to:
U.S. Embassy, Attn: Self-Help Coordinator, P.O. Box 3340, Harare, Zimbabwe

Final Checklist before Submission

Please ensure the following documents are included with your application. Without these items, we cannot consider the proposal for funding.

- _____ Copy of the organization's registration certificate. All applicants must be registered not-for-profit groups, associations, or community organizations and have been operating for at least one year.
- _____ Letter indicating approval of the proposed project from the local development committee, tribal authority, or local town/ district council.
- _____ Original pro-forma invoices (quotes) from vendors must be attached.

The Self-Help office receives many more applications each year than it can fund. Careful and complete preparation of the application will give your group or institution the best chance to qualify for funding.

Good luck and thank you for interest in the Self-Help Program!



Ambassador's Special Self-Help Program Application

Date: _____

Funding Source that best fits your project: _____

Name of Proposed Project: _____

Name of Organization: _____

Project Manager/ Contact Person(s): _____

Office Number: _____

Mobile Number: _____

Email: _____

Website: _____

Mailing Address: _____

Address/ Location (including province) of Proposed Activity: _____

1. Proposal Summary (Paragraph to introduce your proposed activity)

- a. How you will spend the money
- b. How many people will benefit
- c. Why it is important
- d. What it will change in your community

2. Introduction to Organization (Brief summary of organization's goals, number of members, current activities/grants)

3. Problem Statement (Concise statement of the problem to be addressed and what is being done)

- a. Reason for the problem
- b. Purpose of the proposed activity in relation to problem
- c. How did your organization decide on this activity design
- d. Who are the beneficiaries, how did you select them, and how many will benefit
 - i. How many are men versus women
- a. What, if anything, is currently being done about the problem

4. Project Objectives/Goals (Describe the desired end result/overall objectives of the activity)



- a. How does your proposal align with the SSH Program goals

5. Program Methods and Design (This is the most important part of the proposal and should be several paragraphs long. Explain how proposal will solve the stated problem, what specific activities will be done, when the activities will be done, and who will be responsible for each activity)

- a. Specific activities/milestones that will result in obtaining your goals
- b. The required resources/staff needed to complete these milestone activities
- c. Does your activity require the use of land? If so, provide proof of ownership/ permission
- d. Sustainability plan/how you will continue the project after the 12-month grant period is completed
- e. How will you build on this grant activity to continue improving your community

6. Project Monitoring and Evaluation (M&E) Plan (Explain how you will monitor the project progress and how you will measure success. Complete M&E framework below)

Objective	Result	Indicator	Activities	Baseline	Target

7. Proposal Budget and 1-page Narrative Explaining Costs

- a. How much are you requesting
- b. What is the value of the community contribution (tools that can be used, labor, a building for meetings, etc.)
- c. What are the budget line items and how did you determine these costs
 - i. Did you receive quotations from multiple suppliers? If so, did you proceed with the lowest quotation?
- d. How will the community contribute to the project (labor, equipment, money)
- e. Will the project create income- if so, who will control or manage the income
- f. How will you pay to maintain any equipment purchased through this grant

Sample Budget Template

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Sample Activities Timeline Template

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